

## **Procedures Manual**



**Office of Scholarships and Grants  
Student Financial Services Bureau  
Michigan Department of Treasury**

This manual covers the rules, regulations, policies and procedures for the administration of the Michigan Promise scholarship program.

While this program is administered by the Office of Scholarships and Grants (OSG), the institutions are essential in implementing this program. This manual is intended to provide direct, inclusive guidance about the program. The policies outlined are to be implemented as written and are subject to monitoring procedures.

We hope this manual will help you effectively administer the Michigan Promise scholarship program at your institution. Questions about the program may be directed to administrative staff at 1-888-447-2687.

*Helping Students Pay for College*

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# **PROGRAM SUMMARY**

# **Michigan Promise**

<b>Program Title</b>	Michigan Promise Scholarship (Promise)
<b>Statute</b>	Public Act No. 479 of 2006
<b>Administrative Rules</b>	To be promulgated
<b>Purpose</b>	<p>The Michigan Promise Scholarship Program was established to reward students who complete an Associate's degree <u>or</u>, a vocational certificate program, <u>or</u> at least 50% of the requirements for a Bachelor's degree within four years of initial enrollment. Students must enroll within two years after high school graduation or completion of the GED.</p> <p>The primary criterion for award consideration is confirmation that the student took the Michigan Merit Examination (MME) while in high school. Students who did not take the minimum portion required and/or whose scores are invalidated or cancelled, as reported by the Office of Educational Assessment and Accountability (OEAA), are treated as students NOT TESTED.</p>
<b>Funding Source</b>	Michigan Merit Award Trust Fund established in Section 9 of the Michigan Trust Fund Act, 2000 PA 489, MCL 12.259.
<b>Administrative Office</b>	<p>Office of Scholarships and Grants Student Financial Services Bureau Michigan Department of Treasury P.O. Box 30462 Lansing, Michigan 48909-7962 1-888-4-GRANTS (1-888-447-2687)</p> <p>Contacts:</p> <p>Carla Foltyn, Deputy Director Susan Bailey, Lead Analyst Megan Buonodono, Analyst</p>

**Eligible Institutions**

Eligible institutions include:

- A public or private college or university, junior college or community college that grants degrees or certificates and is located in this state.
- A postsecondary educational institution other than an educational institution mentioned above, located in this state, that grants degrees, certificates, or other recognized credentials and is accredited in accordance with PA 100 of 2005 also known as the “Authentic Credentials in Education Act” and as defined in 20 USC 1001.
- A service academy.

For a complete list of eligible institutions see the Forms and Documents Section.

**Department Responsibilities**

Notify students about the program.  
Verify student completed the MME.  
Verify residency of student.  
Assist student with certification of his/her scholarship.  
Notify students eligible for installment payments.  
Disburse installment payments to institutions.  
Disburse final payments to institutions.  
Verify application information with institutions.  
Promulgate rules, establish policies and interpret both.  
Provide technical assistance to institutions.  
Monitor program expenditures.

**Institution Responsibilities**

Verify enrollment of student.  
Apply program funds to student accounts.  
Verify credits, degrees and cumulative GPA information.  
Complete Year-End Report and other reports as required.  
Refunds (see I-G Refunds Section).  
Identify the program in communications to the student.

**Institution Records Retention**

All program records, including records of student eligibility, scholarship payments and refund calculations, must be held in the financial aid office files and made available for audit purposes upon request.  
  
Maintain program records for a minimum of three years from the date the institution submits its fiscal year-end report.

# **I-C**

## **PAYMENT PROCESS**

## **Michigan Promise**

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### **Preliminary Roster**

OSG will send preliminary rosters each month from February through August to alert institutions as to potential installment recipients. A student can appear on the preliminary rosters of up to four different institutions. Once a student certifies his/her scholarship, he/she will only appear on the roster of the institution selected in the certification process.

### **Enrollment Verification Roster (EVR)**

OSG will send monthly EVR's from September through July. Institutions must verify enrollment and return to OSG.

### **Verification of Completed Requirements Roster (VCR)**

Each institution will be sent a roster of all students who have applied for a final payment based on the completion of requirements at that institution. This roster must be completed by the Registrar to be official.

### **Cumulative Roster**

OSG will send a final payment roster for the academic year in August. Institutions are required to review that roster to identify any missing students. A final year-end payment will be made to cover any late adjustments.

### **Payments**

Payments will be sent to the institution following verification of enrollment.

Payments are authorized by and all warrants are issued from the Michigan Department of Treasury.

## **I-C (Continued)**

### **PAYMENT PROCESS**

## **Michigan Promise**

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#### **Installment Payments** **(The maximum installment payment cannot exceed \$1,000 in any one academic year.)**

Installment payments are issued after October 1 - the beginning of the state's fiscal year - and are made the third week of every month.

Installment qualifiers receive up to \$1,000 in their first and second years (Section 6 (2) (a) or (b) of Public Act 479 of 2006). Payment is made in the state fiscal year that begins October 1 during the academic year when the student enrolls and certifies by November 15.

- Example One: Student graduates June 2007, certifies and enrolls in college August 2007, the student is eligible to receive payment after October 1, 2007. This covers certified students who may enroll from October 2007 through September 2008.
- Example Two: Student graduates in June 2007 and certifies and enrolls in August 2008, the student is eligible for payment after October 1, 2008. This covers certified students who may enroll from October 2008 through September 2009.

Payments are made on behalf of students who achieve a Level I or Level II on the reading, writing, math, and science components of the MME and meet all other eligibility requirements. Payments are up to \$1,000 per academic year for each of the first two years of enrollment. Institutions may apply the full amount in one semester/term (eligible students enrolled in at least a two-year program will then have a remaining balance of up to \$2,000).



## **I-C (Continued)**

### **PAYMENT PROCESS**

### **Michigan Promise**

#### **Final Payments**

For students eligible for installment payments, final payments can be up to \$2,000. For students not eligible for installment payments, final payments can be up to \$4,000.

Payment is issued in the state fiscal year following the end of the academic year when the student becomes eligible and applies by November 15 (Section 6 (2) (c) of Public Act 479 of 2006).

Example One: Student earns Associate's degree in May 2009 and submits their application by August 2009 (prior to November 15 deadline). The student is eligible to receive payment after October 1, 2009.

Example Two: Student earns an Associate's degree in May 2009 and submits application after November 15 2009. The student will not be eligible to receive payment until after October 1, 2010.

#### **Student Requirements**

- Completing an Associate's degree, or
  - Completing a vocational certificate, or
  - Completing 50% of the requirements of a Bachelor's degree (60 semester or 90 term credits in "for-credit" course work)
- And
- Achieving a cumulative grade point average (GPA) 2.5 (or for students who attend a vocational institution that does not record grades, a certificate of completion).
  - Completing an application (see Forms and Documents Section).

#### **Prorated Payments**

Both installment and final payments are prorated for students enrolled in vocational educational programs that are less than 1,800 clock hours.

## I-C (Continued)

### PAYMENT PROCESS

### Michigan Promise

#### Clock Hour Conversion Formula

Reference the “Federal Student Aid Handbook: School Eligibility and Operations” for clock hour/credit hour conversion.

$$\frac{\text{Number of clock hours in the program}}{30} \\ = \text{equivalent semester or term credits}$$

#### Two-Year Program

Programs of at least 1,800 clock hours are equal to a two-year program.

#### One-Year Program

Programs of 900 clock hours are equal to a one-year program.

#### Greater than one-year, but less than two-year program

Example: 1,500 clock hour program

Step One:

Calculate the percentage of the total overall scholarship for which student is eligible.

$$1,500 \text{ hours} \div 1,800 \text{ hours} = 83\% \times \$4,000 = \$3,320$$

***If the student is not eligible for an installment payment, the calculation is complete. If the student is eligible for an installment payment, proceed to Step Two.***

Step Two:

A. Calculate installment payment one.

$$900 \text{ hours} = 1\text{-year} = \$1,000$$

B. Calculate installment payment two

$$600 \text{ hours} \div 900 \text{ hours} = 67\% \times \$1,000 = \\ \$670$$

C. Add installment payment year one and installment payment year two to get the total installment payments

$$\begin{array}{r} \$1,000 \\ + \quad 670 \\ \hline \end{array}$$

$$= \$1,670$$

D. Student's total scholarship is equal to:

$$\begin{array}{r} \$3,320 \\ - 1,670 \text{ paid in installments} \\ \hline \end{array}$$

$$= \$1,650 \text{ final payment}$$

## I-C (Continued) PAYMENT PROCESS

## Michigan Promise

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### Less than one-year program

Example: 580 clock-hour program

Step One:

Calculate the percentage of the total overall scholarship for which the student is eligible.

$$580 \text{ hours} \div 1,800 \text{ hours} = 32\% \times \$4,000 = \$1,280$$

***If the student is not eligible for an installment payment, the calculation is complete. If the student is eligible for an installment payment, proceed to Step Two.***

Step Two:

A. Calculate installment payment one:

$$580 \text{ hours} \div 900 \text{ hours} = 64\% \times \$1,000 = \$640$$

Since 580 is less than one year program, student will not receive second installment payment. Proceed to calculate the final payment.

$$\begin{array}{r} \$1,280 \text{ overall scholarship eligibility} \\ - \underline{640} \text{ installment payment} \\ \$ 640 \text{ final payment} \end{array}$$

B. Calculate the one-year amount:

$$580 \text{ hours} \div 900 \text{ hours} = 64\% \times \$1,000 = \$640$$

Since 580 hours is less than one year, the student will not receive more than \$640 in installments.

C. Student's total scholarship is equal to:

$$\begin{array}{r} \$1,280 \\ - \underline{640} \text{ paid in installment} \\ =\$ 640 \text{ final payment} \end{array}$$

**\*Note:** Due to rounding, it is possible to have the calculation result in an installment payment being higher than a final payment.

## I-C (Continued)

### PAYMENT PROCESS

## Michigan Promise

#### Credit-Hour Certificate Programs

Students enrolled in a certificate program at a credit-hour institution such as a community college, may still have their scholarship prorated.

60 semester credit hours or 90 term credit hours are equal to a two-year certificate program.

30 semester credit hours or 45 term credit hours are equal to a one-year program.

#### Greater than one-year, but less than two-year program

Example: 45 semester credit-hour program

Step One:

Calculate the final payment percentage.

$$45 \text{ credits} \div 60 \text{ credits} = 75\%$$

$$\$4,000 \times .75 = \$3,000$$

***If the student is not eligible for an installment payment, the calculation is complete. If the student is eligible for an installment payment, proceed to Step Two.***

Step Two:

A. Calculate installment payment one.

$$30 \text{ credit hours} = 1\text{-year} = \$1,000$$

B. Calculate installment payment two.

$$15 \text{ credit hours} = 50\% \text{ of year} = \$500$$

C. Add installment payment year one and installment payment year two to get total installment payments.

$$\begin{array}{r} \$1,000 \\ + \quad 500 \\ \hline =\$1,500 \end{array}$$

D. Student's total award is equal to:

$$\begin{array}{r} \$3,000 \\ - \quad 1,500 \text{ paid in installments} \\ \hline =\$1,500 \text{ final payment} \end{array}$$

## I-C (Continued)

### PAYMENT PROCESS

## Michigan Promise

#### Less than one-year program

#### Example: 18 semester credit-hour program

##### Step One:

Calculate the percentage of the total overall scholarship for which the student is eligible.

$$18 \text{ credits} \div 60 \text{ credits} = 30\% \times \$4,000 = \$1,200$$

***If the student is not eligible for an installment payment, the calculation is complete. If the student is eligible for an installment payment, proceed to Step Two.***

##### Step Two:

##### A. Calculate installment payment one:

$$18 \text{ credits} \div 30 \text{ credits} = 60\% \times \$1,000 = \$600$$

Since 18 is less than one year program, student will not receive second installment payment. Proceed to calculate the final payment.

$$\begin{array}{r} \$1,200 \text{ overall scholarship eligibility} \\ - \quad 600 \text{ installment payment} \\ \hline =\$ \quad 600 \text{ final payment} \end{array}$$

##### B. Calculate the one-year amount:

$$18 \text{ credits} \div 30 \text{ credits} = 60\% \times \$1,000 = \$600$$

Since 18 credits is less than one year, the student will not receive more than \$600 in installments.

##### C. Student's total scholarship is equal to:

$$\begin{array}{r} \$1,200 \\ - \quad 600 \text{ paid in installment} \\ \hline =\$ \quad 600 \text{ final payment} \end{array}$$

**\*Note:** Due to rounding, it is possible to have the calculation result in an installment payment being higher than a final payment.

#### Packaging

Institutions shall not consider a Michigan Promise scholarship in determining a student's eligibility for a financial aid program administered by this state. It is the intent of the legislature that an institution does not reduce other institutionally funded student aid for which a student is eligible because of the receipt of this scholarship.

## **I-D**

### **STUDENT ELIGIBILITY/RESPONSIBILITY**

### **Michigan Promise**

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#### **Satisfactory Academic Progress (SAP)**

Not a requirement for the scholarship.

#### **Residency**

A student is considered a resident if they graduated from a Michigan high school, OR, if they have a Michigan address yet graduate from an out-of-state high school and the student is not considered a resident of any other state.

Only Michigan residents are permitted to take the MME which is administered in Michigan high schools or in a regional test center run by the Michigan Department of Education's (MDE) OEAA.

#### **Cumulative Grade Point Average (GPA)**

To receive final payment, the student must have a cumulative GPA of 2.5. For programs without grades, the student must successfully complete the program.

#### **Citizenship**

Not a requirement for the scholarship.

#### **Financial Need**

Not a requirement for the scholarship.

#### **Class Year**

Beginning with the Class of 2007, all students are eligible to receive a Michigan Promise scholarship of up to \$4,000 if all requirements are met.

#### **State Assessment Test**

All students must take the MME while in high school. Students who did not take the minimum portion required and/or whose scores are invalidated or cancelled, as reported by OEAA are treated as students NOT TESTED.

Students who receive a Level I or Level II score in each of the core subject areas of math, reading, writing and science will be eligible to receive an installment payment of up to \$1,000 in their first academic year and up to \$1,000 in their second academic year.

## **I-D (Continued)**

### **STUDENT ELIGIBILITY/RESPONSIBILITY**

### **Michigan Promise**

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#### **Curricular Requirements**

Beginning with the Class of 2010-11, students must also complete at least three credits in math and three credits in science during their high school program to be eligible for installment payments.

#### **Certification**

Students must certify by November 15 of the award year in which they will expect to receive the funds (see Forms and Documents section). Students are encouraged to certify online at [www.michigan.gov/promise](http://www.michigan.gov/promise). They can also mail the certification form that came with their award notification letter.

#### **Application**

Students must apply by November 15 (see Forms and Documents section).

**College Credit Earned in High School**

Students who earn early college credit may achieve their full Promise scholarship earlier than those students who begin to take college courses after high school graduation.

Middle Colleges

Some students who graduate from one of Michigan's middle colleges may achieve both a high school diploma and an Associate's degree at the same time. In this case, the student would have already established eligibility for the full \$4,000 balance payment. For example, the student graduates in June 2007 with a diploma and an Associate's degree. That student can immediately apply for the final payment which would then be paid out in the state's next fiscal year after October 1 of 2007 (the State of Michigan's fiscal year is October 1 to September 30).

Dual Enrollment

Students who take dual enrollment courses in high school may have earned a number of credits that will put them further ahead in reaching the 50% (or 60 credits) mark toward a Bachelor's degree. If this is documented, it is possible for a student who graduates from high school with 60 credits from an approved postsecondary institution to receive the full \$4,000 final payment.

Credits by Test

Some students may take a test to demonstrate earned college credits. If an institution accepts AP or IB credits, those credits can be counted when verifying the student's 60 semester or 90 term credits.



## I-F APPLICATION

## Michigan Promise

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### Application Information

Each student must submit an application for the final payment of the scholarship. For students who received installment payments, this is up to \$2,000. For students who were not eligible for installment payments this is up to \$4,000.

Students can download the application form from the Web site [www.michigan.gov/promise](http://www.michigan.gov/promise) (see Payment Process Section I-C).

### Requirements

Registrars will be asked to verify that the student completed:

- An Associate's degree, or
- A two-year certificate of completion in a vocational education program, or
- A comparable vocational training program approved by the department, or
- 50% or more of the academic requirements of a Bachelor's degree program at an approved postsecondary educational institution (60 semester or 90 term credits of "for credit" coursework),  
And
- Achieved a cumulative GPA 2.5 (or for students who attend a vocational institution that does not record grades, a certificate of completion).

Institutions must include the number of credits transferred to and considered by the institution.

**Installment Refunds**

Institutions shall apply the funds on the student's behalf to the student's outstanding indebtedness, if any, and pay the remaining balance to the student.

If the payment is an installment payment and the student elects to leave the institution without completing the classes in which he or she enrolled, the funds must be returned to the State of Michigan. In such instances, the student forfeits any right to the amount returned.

Checks should be made payable to the State of Michigan (see Forms and Documents section).

**Returned Payments**

The law requires the state to pay the institutions. The institution must attempt to get the funds to the student. If unsuccessful, institutions must return funds to the Michigan Department of Treasury's Unclaimed Property Division (UPD). Students (or heirs) can claim funds at any time. UPD will accept returned funds at any time. (*Note: Institutions already remit other funds to UPD on an annual basis.*)

Institutions are required to send the student a notice to their last known address between 60 to 365 days before funds are escheated to UPD.

**Appeal Process**

Students have the right to appeal their eligibility or payment status. Students should put their appeal in writing and send to:

Anne Wohlfert, Director  
Office of Scholarships and Grants  
Student Financial Services Bureau  
Michigan Department of Treasury  
P.O. Box 30462  
Lansing, Michigan 48909-7962

# MICHIGAN PROMISE GRANT ACT

## Act 479 of 2006

AN ACT to provide for the administration of the Michigan promise grant program; to provide for the powers and duties of certain state officers and entities; and to repeal acts and parts of acts.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006

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*The People of the State of Michigan enact:*

### **390.1621 Short title.**

Sec. 1.

This act shall be known and may be cited as the "Michigan promise grant act".

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006

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### **390.1622 Definitions.**

Sec. 2.

As used in this act:

(a) "Academic year" means the period from September 1 of a calendar year to August 31 of the next calendar year.

(b) "Approved postsecondary educational institution" means any of the following:

(i) A public or private college or university, junior college, or community college that grants degrees or certificates and is located in this state.

(ii) A postsecondary educational institution, other than an educational institution described in subparagraph (i), that is located in this state, grants degrees, certificates, or other recognized credentials, and is designated by the department as an approved postsecondary educational institution.

(iii) A service academy.

(c) "Clock hour" means a time period consisting of any of the following:

(i) Fifty to 60 minutes of class, lecture, or recitation in a 60-minute period.

(ii) Fifty to 60 minutes of faculty-supervised laboratory work, shop training, or internship in a 60-minute period.

(iii) Sixty minutes of preparation in a correspondence course.

(d) "Cumulative grade point average" means the weighted mean value of the courses considered by an approved postsecondary educational institution in determining whether to award a student an associate's degree or a 2-year certificate of completion in a vocational training program, whether the student has completed a comparable vocational education program, or whether the student has completed 50% or more of the academic requirements for the award of a bachelor's degree, including any courses completed at another approved postsecondary educational institution if the student transfers the credits for those courses to the approved postsecondary educational institution making that determination.

(e) "Department" means the department of treasury.

(f) "Fiscal year" means a fiscal year of this state. A fiscal year begins on October 1 of a calendar year and ends on September 30 of the next calendar year.

(g) "High school graduate" means an individual who has received a high school diploma from a high school or passed the general educational development (GED) diploma test or any other high school graduate equivalency examination approved by the state board of education.

(h) "Michigan promise grant" means a grant awarded by the department under this act.

(i) "Qualifying score" means a score in a reading, writing, mathematics, or science component of a state assessment test that has been determined by the superintendent of public instruction to indicate readiness to enroll in a course in that subject area in an approved postsecondary educational institution.

(j) "Service academy" means the United States military academy, United States naval academy, United States air force academy, United States coast guard academy, or United States merchant marine academy.

(k) "State assessment test" means the Michigan merit examination described in section 1279g of the revised school code, 1976 PA 451, MCL 380.1279g, and section 104b of the state school aid act of 1979, 1979 PA 94, MCL 388.1704b, or any other test administered by the department of education to students in grades 11 and 12 to assure state compliance with the federal no child left behind act of 2001, Public Law 107-110.

(l) "Trust fund" means the Michigan merit award trust fund established in section 9 of the Michigan trust fund act, 2000 PA 489, MCL 12.259.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006 ;-- Am. 2007, Act 42, Imd. Eff. July 13, 2007

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### **390.1623 Report to governor and legislative standing committees; contents.**

#### **Sec. 3.**

By April 1 of each year, the department shall submit a report on its activities under this act to the governor and to the standing committees of the senate and house of representatives with primary

jurisdiction over higher education issues. The report shall contain all of the following information:

- (a) The number of Michigan promise grants and the amount of Michigan promise grant money paid by the department in the immediately preceding fiscal year.
- (b) A list of the number of Michigan promise grants and the amount of Michigan promise grant money paid in the immediately preceding fiscal year at each approved postsecondary educational institution.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006

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### **390.1624 Michigan promise grant program; establishment; eligibility requirements.**

#### **Sec. 4.**

(1) The Michigan promise grant program is established. The department shall provide Michigan promise grants under this act from the trust fund and administer the Michigan promise grant program.

(2) Subject to subsection (3), each student who becomes a high school graduate in or after the 2006-2007 academic year is eligible for the award of a Michigan promise grant in an amount determined under section 5 or 6.

(3) In addition to the requirements set forth in subsection (2), the department must find that a student meets all of the following eligibility requirements to award the student a Michigan promise grant under this act:

(a) The department has received a completed application for payment as described in section 7(1), including the certification described in section 7(2) or (3), if applicable, on or before November 15 of the state fiscal year in which they are eligible to receive payment.

(b) The student is a high school graduate and a resident of this state.

(c) The student meets 1 of the following:

(i) For a grant under section 5, the student was awarded an associate's degree or a 2-year certificate of completion in a vocational training program at an approved postsecondary educational institution, completed a comparable vocational education program approved by the department at an approved postsecondary educational institution, or completed 50% or more of the academic requirements for the award of a bachelor's degree at an approved postsecondary educational institution within 4 years of his or her initial enrollment in an approved postsecondary educational institution and meets 1 of the following:

(A) Has a cumulative grade point average of at least 2.5.

(B) If the student completed a vocational education program that does not record grades or grade point averages for its students, has successfully completed that program.

(ii) For a grant under section 6, the student received a qualifying score in each of the reading, writing, mathematics, and science components of the state assessment test, and for each student who becomes a high school graduate in or after the 2010-2011 academic year, successfully completes at least 3 credits in mathematics as described in section 1278a(1)(a)(i) of the revised school code, 1976 PA 451, MCL 380.1278a, and 3 credits in science as described in section 1278b(1)(b) of the revised school code, 1976 PA 451, MCL 380.1278b.

(d) The student took the state assessment test.

(e) The student enrolled in an approved postsecondary educational institution within 2 years after he or she became a high school graduate. The department shall extend the 2-year period if the student becomes a member of the United States armed forces or peace corps during the 2-year period.

(f) The student did not previously receive a grant under this act or scholarship money under the Michigan merit award scholarship act, 1999 PA 94, MCL 390.1451 to 390.1459.

(g) The student meets any additional eligibility requirements established by the department.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006 ;-- Am. 2007, Act 42, Imd. Eff. July 13, 2007

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### **390.1625 Grant amount; prorated amount; adjustment.**

#### **Sec. 5.**

(1) Subject to proration under subsection (2) and adjustment under subsection (3), a student who meets the eligibility requirement of section 4(3)(c)(i) and the other applicable eligibility requirements under section 4 shall receive a Michigan promise grant in the amount of \$4,000.00.

(2) If a student satisfies the eligibility requirement contained in section 4(3)(c) by completing a vocational training program that as determined by the department generally requires less than 2 years or fewer than 1,800 clock hours, as applicable, to complete, the student shall receive a prorated amount of the amount described in subsection (1) that reflects the number of clock hours necessary to complete the program, as determined by the department.

(3) If in any fiscal year the department determines that the amount appropriated by the legislature for the payment of Michigan promise grants is not sufficient to pay each eligible student the Michigan promise grant amount required under this section for an academic year, the department shall adjust the amount of Michigan promise grants paid under this section by prorating the amounts as necessary to reflect the available resources and amounts appropriated in that fiscal year. The department shall notify the governor, the speaker of the house of representatives, and the majority leader of the senate in writing at least 30 days before implementing a proration under this subsection.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006

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### **390.1626 Payments; installments; adjustment.**

#### **Sec. 6.**

(1) Subject to proration under subsection (3) and adjustment under subsection (4), a student who meets the eligibility requirement of section 4(3)(c)(ii) and the other applicable eligibility requirements under section 4 and this section shall receive a Michigan promise grant in the amount of \$4,000.00.

(2) Except for a student who is enrolled in a program described in subsection (3), the department shall pay a grant under subsection (1) as follows:

(a) One thousand dollars paid in the student's first academic year of enrollment at an approved postsecondary educational institution.

(b) One thousand dollars paid in the student's second academic year of enrollment at an approved postsecondary educational institution.

(c) The remainder of the amount of the grant after completion of 2 academic years of enrollment at an approved postsecondary educational institution. However, the student is not eligible for this installment, and forfeits any remaining grant amount to which he or she is otherwise entitled under this act, unless the student earned an associate's degree, earned a 2-year certificate of completion in a vocational education program, completed a comparable vocational training program approved by the department, or completed 50% or more of the academic requirements for the award of a bachelor's degree at an approved postsecondary educational institution within 4 years of his or her initial enrollment in that institution and meets 1 of the following:

(i) Has a cumulative grade point average of at least 2.5.

(ii) If the student completed a vocational education program that does not record grades or grade point averages for its students, has successfully completed that program.

(3) Subject to adjustment under subsection (4), a student who meets the eligibility requirement of section 4(3)(c)(ii) and the other applicable eligibility requirements under section 4 and this section, and who is enrolled in a vocational training program that as determined by the department generally requires less than 2 years or fewer than 1,800 clock hours, as applicable, to complete, shall receive a prorated amount of the amount described in subsection (1) determined by the department to reflect the number of clock hours necessary to complete the program.

(4) If in any fiscal year the department determines that the amount appropriated by the legislature for the payment of Michigan promise grants under this act is not sufficient to pay each eligible student the amount required under this section for the academic year, the department shall adjust the Michigan promise grant amounts paid under this section by prorating the amounts as necessary to reflect the available resources and amounts appropriated in that fiscal year. The department shall notify the governor, the speaker of the house of representatives, and the majority leader of the senate in writing at least 30 days before implementing a proration under this subsection.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006

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**390.1627 Application; manner and form; certification; effect of grant on eligibility for financial aid.**

**Sec. 7.**

(1) The department shall determine the manner and form of application to receive a Michigan promise grant under section 5 or a grant installment under section 6.

(2) A student shall include a written certification to the department in his or her application to receive a Michigan promise grant under section 5 that contains both of the following:

(a) His or her certification that he or she was awarded an associate's degree or a 2-year certificate of completion in a vocational education program, completed a comparable vocational training program approved by the department, or completed 50% or more of the academic requirements in a bachelor's degree program at an approved postsecondary educational institution.

(b) The name of the approved postsecondary educational institution at which the student was awarded the associate's degree or 2-year certificate of completion in a vocational education program, completed the comparable vocational training program approved by the department, or completed 50% or more of the academic requirements in a bachelor's degree program and the name of any other approved postsecondary educational institution the student attended if credits from that institution were transferred to and considered by the approved postsecondary educational institution in determining whether to award the student the associate's degree or 2-year certificate of completion in a vocational training program, whether the student had completed a comparable vocational education program, or whether the student had completed 50% or more of the academic requirements for the award of a bachelor's degree.

(3) A student shall include a written certification to the department in his or her application to receive a Michigan promise grant installment payment under section 6 that contains both of the following:

(a) His or her certification that he or she meets the requirements of section 4(3)(c)(ii).

(b) His or her certification that he or she is enrolled in an approved postsecondary educational institution and the name of the approved postsecondary educational institution.

(4) An approved postsecondary educational institution shall not consider a Michigan promise grant in determining a student's eligibility for a financial aid program administered by this state. It is the intent of the legislature that an approved postsecondary educational institution does not reduce other institutionally funded student aid for which a student is eligible because of the student's receipt of or eligibility for a Michigan promise grant.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006

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**390.1628 Disbursements to approved postsecondary institution; application of money to student's outstanding indebtedness and remaining balance; rules.**

**Sec. 8.**

(1) The department shall disburse Michigan promise grant money to an approved postsecondary institution on the student's behalf in the following state fiscal years, according to a payment procedure established by the department:

(a) For a Michigan promise grant under section 5 or a Michigan promise grant installment under section 6(2)(c), in the state fiscal year that begins on the first October 1 following the end of the academic year in which the student is eligible for that grant or installment.

(b) For a Michigan promise grant installment under section 6(2)(a) or (b) or a Michigan promise grant under section 6(3), in the state fiscal year that begins on October 1 in the academic year in which the student is eligible for that installment or grant.

(2) An approved postsecondary educational institution shall apply money received under subsection (1) on a student's behalf to the student's outstanding indebtedness, if any, and pay the remaining balance as follows:

(a) Unless subdivision (b) applies, to the student.

(b) If the money received by the institution under this subsection is a grant installment under section 6(2)(a) or (b) and the student elects to leave an approved postsecondary educational institution without completing the classes in which he or she enrolled, to the department. The student has no further right to any money returned to the department under this subdivision.

(3) Subsection (2) shall not be considered as creating an obligation on the part of an approved postsecondary educational institution to loan or advance money to a student for the payment of tuition, fees, or other costs or expenses incurred by the student at that institution.

(4) The department may promulgate rules to implement and administer this act, including, but not limited to, 1 or more of the following:

(a) Rules establishing the department's administrative procedures for the Michigan promise grant program.

(b) Rules governing the qualification requirements for or the award of Michigan promise grants under this act.

(c) Rules establishing an appeals process from a determination of ineligibility for a Michigan promise grant.

(d) Rules establishing what information or reports a student or an approved postsecondary educational institution must provide to establish eligibility and when that information or those reports must be provided.

(e) Rules prescribing the reports to be made by a student awarded a Michigan promise grant and by an approved postsecondary educational institution to which a Michigan promise grant is paid.

**History:** 2006, Act 479, Imd. Eff. Dec. 21, 2006 ;-- Am. 2007, Act 42, Imd. Eff. July 13, 2007

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- Program Comparison Michigan Promise Scholarship and Michigan Merit Award
- Michigan Promise Scholarship Application for Final Payment
- Michigan Promise Scholarship Enrollment Certification – Class of 2007
- Michigan Promise Scholarship Academic Year Eligibility Chart
- Michigan Promise Statement of Final Payment Letter
- Degree Granting Approved Institutions
- Accredited Proprietary Institutions
- Michigan Merit Award/Michigan Promise Scholarship Refund Form

## Program Comparison

### Michigan Promise Scholarship and Michigan Merit Award

#### Similarities

- All students must take the complete applicable state assessment test in order to qualify for an award. For the Class of 2007 it is the high school Michigan Educational Assessment Program (MEAP) tests, for the Class of 2008 and beyond it is the Michigan Merit Exam (MME).
- All students will be notified by the Office of Scholarships and Grants, Michigan Department of Treasury, as to their status.
- All students who qualify on the state assessment test must certify their scholarship by November 15 of the academic year in which they wish to use their scholarship.
- All payments will be made directly to the postsecondary institution.

#### Differences

Michigan Promise Scholarship	Michigan Merit Award
Maximum award up to \$4,000 with no middle school component.	Maximum award up to \$3,000 and includes a middle school component.
Must initiate postsecondary enrollment within two years of high school graduation and all funds must be utilized within four years of initial enrollment.	Must be used within four years of high school graduation or award is forfeited.
Scholarship installment payments do not have to be made consecutively.	Payments must be made over two consecutive years.
Students who received qualifying scores on the state assessment test may receive up to a \$1,000 scholarship installment payment in their first academic year and up to a \$1,000 scholarship installment payment in their second year.	Students who received qualifying scores on the state assessment test will receive from \$1,250 to \$1,500 in the first academic year and from \$1,250 to \$1,500 the next consecutive academic year.
Students who do not achieve qualifying scores on the state assessment test will still receive up to a \$4,000 scholarship if they meet all program requirements.	Students who do not achieve qualifying scores on the state assessment test are <b>not</b> eligible for any award funds.
All students who complete an associate's degree, a two-year certificate of completion in a vocational training program, a comparable vocational education program or 50 percent or more of the academic requirements for the award of a bachelor's degree at an approved postsecondary educational institution within four years of initial enrollment are eligible for the balance of their scholarship (up to \$4,000).	Completion of a degree or certificate is not a requirement for payment.
All students must have at least a 2.5 Grade Point Average (GPA) in order to receive the balance of their scholarship (up to \$4,000).	No GPA requirement.
All students must submit an application to receive the balance of their scholarship.	No application is required.

# SAMPLE

## Michigan Promise Scholarship Application for Final Payment

Issued under authority of Public Act 479 of 2006.

**This application must be submitted in order for an institution to receive payment on your behalf.** Students must apply for final payment no later than **November 15** in the academic year following their last year of eligibility. Payments will be made after October 1, the beginning of the state's next fiscal year. An application received after November 15 will be paid in the subsequent fiscal year, provided it is received prior to the student's expiration date (see eligibility chart). For questions, contact the Office of Scholarships and Grants at the toll-free number 1-888-4-GRANTS (1-888-447-2687).

PART 1: STUDENT INFORMATION																
Last Name ▶		First Name ▶		Middle Initial ▶												
Street Address ▶																
City ▶		State ▶	ZIP Code ▶													
Social Security Number ▶	Home Telephone Number ▶		High School Graduation (or GED) Date ▶													
PART 2: POSTSECONDARY EDUCATIONAL INSTITUTION(S)																
A. Write in the name of the institution (do not abbreviate) where you completed the Promise educational requirements (Associate's degree, two-year certificate, vocational education program or 50% of the academic requirements for a Bachelor's degree).  ▶		B. If you will be continuing your education, write in the name of the four-year institution where you would like your payment sent.  ▶														
Write in the name of the city where the institution is located.  ▶		Write in the name of the city where the institution is located.  ▶														
PART 3: CONFIRMATION																
You must answer all three statements by checking the relevant response. You can apply for your final payment only once. If you completed a certificate program but intend to continue on toward an Associate's degree, you may want to apply for your final payment at the point of greatest return <sup>1</sup> ( <b>the State of Michigan's fiscal year is October 1 through September 30</b> ).																
<table border="0"><tr><td><u>True</u></td><td><u>False</u></td><td></td></tr><tr><td>▶ <input type="checkbox"/></td><td>▶ <input type="checkbox"/></td><td>I have graduated from high school, or acquired a GED certification, and I am a Michigan resident.<sup>2</sup></td></tr><tr><td>▶ <input type="checkbox"/></td><td>▶ <input type="checkbox"/></td><td>I have completed the Promise educational requirements at an approved Michigan postsecondary educational institution.</td></tr><tr><td>▶ <input type="checkbox"/></td><td>▶ <input type="checkbox"/></td><td>I have at least a cumulative 2.5 Grade Point Average (GPA), OR, I have successfully completed a vocational education program that does not record grades or grade point averages for its students.</td></tr></table>					<u>True</u>	<u>False</u>		▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I have graduated from high school, or acquired a GED certification, and I am a Michigan resident. <sup>2</sup>	▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I have completed the Promise educational requirements at an approved Michigan postsecondary educational institution.	▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I have at least a cumulative 2.5 Grade Point Average (GPA), OR, I have successfully completed a vocational education program that does not record grades or grade point averages for its students.
<u>True</u>	<u>False</u>															
▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I have graduated from high school, or acquired a GED certification, and I am a Michigan resident. <sup>2</sup>														
▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I have completed the Promise educational requirements at an approved Michigan postsecondary educational institution.														
▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I have at least a cumulative 2.5 Grade Point Average (GPA), OR, I have successfully completed a vocational education program that does not record grades or grade point averages for its students.														
By my signature, I confirm that the information provided above is true and accurate and I give the above institution(s) permission to release/verify my academic data for the purposes of this program. <b>[Required for processing.]</b>																
Student Signature			Date													



Office of Scholarships and Grants, P.O. Box 30462, Lansing, MI 48909  
Telephone 1-888-4-GRANTS • Fax 517-241-4638  
[www.michigan.gov/promise](http://www.michigan.gov/promise)



<sup>1</sup> Once final payment is disbursed, any remaining funds (as a result of a prorated award) are forfeited.

<sup>2</sup> Student was a resident at the time the MME test was taken.

# SAMPLE

## Michigan Promise Scholarship

## Enrollment Certification

### – Class of 2008

Issued under authority of Public Act 479 of 2006.

**You must complete one of the following options by November 15, 2008, in order to be eligible for your scholarship installment payment during the 2008-09 academic year.** If you have questions, contact the Office of Scholarships and Grants at the toll-free number 1-888-4-GRANTS (1-888-447-2687).

**OPTION 1 (preferred):** Go to [www.michigan.gov/promise](http://www.michigan.gov/promise) and click "Online Certification." Enter your last name and the Personal Identification Number (PIN) on your notification letter. Certify all of the required information according to the instructions. Incomplete information may delay payment. Print a copy of the last page and retain for your records.

**OPTION 2:** Complete this form and return it in the enclosed envelope. It is recommended that you return this form using the certified mail process as proof of timely certification.

#### PART 1: STUDENT INFORMATION

If any preprinted information is incorrect, draw a line through the incorrect information and write in the correct information. If information is missing, print the information using blue or black ink.

Last Name ▶ Last_Name		First Name ▶ First_Name		Middle Initial ▶ Middle_Initial
Street Address ▶ Perm_Mailing_Address				
City ▶ Perm_City		State ▶ Perm_S	ZIP Code ▶ Perm_Zip_Code	
Social Security Number ▶ SSN	Home Telephone Number ▶ Perm_Phone		High School Graduation (or GED) Date ▶ Anticipated_Grad_Date	

#### PART 2: POSTSECONDARY EDUCATIONAL INSTITUTION

Print the name and city of the **approved Michigan** postsecondary institution where you would like your installment payment sent. You must make a choice now but may change it later.

Institution Name (Do Not Abbreviate) ▶	City
---	------

#### PART 3: PAYMENT OPTION

You must initiate enrollment within two years of high school graduation (or GED) and all installment funds **must** be utilized within four years of initial enrollment. Check the desired payment option year.

▶ <input type="checkbox"/> First payment to be made during academic year 2008-09	▶ <input type="checkbox"/> First payment to be made during academic year 2009-10
--	--

#### PART 4: CONFIRMATION

You must answer the following statements by checking the relevant response.

True	False	
▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I will/have graduate(d) from high school, or acquired a GED certification and at the time I took the state assessment test (MME) I was considered a Michigan resident.
▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I agree to enroll at an approved Michigan postsecondary institution.
▶ <input type="checkbox"/>	▶ <input type="checkbox"/>	I certify that the information provided is true and accurate, to the best of my knowledge.

**OFFICE USE ONLY:** ▶ [PIN\_Number]



Office of Scholarships and Grants, P.O. Box 30462, Lansing, MI 48909  
Telephone 1-888-4-GRANTS • Fax 517-241-4638  
[www.michigan.gov/promise](http://www.michigan.gov/promise)



# Michigan Promise Scholarship Academic Year Eligibility Chart



4543 (Rev. 10-07)

Students must enroll at an approved postsecondary institution within two years of high school graduation and all installment funds must be utilized within four years of initial enrollment. Students must apply for their final payment no later than November 15 in the academic year following their last year of eligibility. The State of Michigan's academic year is September 1 to August 31. The State's fiscal year is October 1 to September 30; therefore, college payments are not processed until after October 1.

The following charts illustrate the academic years in which each class year is eligible to begin enrollment at a postsecondary institution, the last academic year in which they can meet the requirements, as well as the deadline date for their application for a final payment. As soon as all eligibility requirements are met, students may apply. The charts also illustrate the latest possible dates for meeting requirements.

Class Year	Begin Enrollment in Academic Year	Deadline for Completing Academic Requirements	Expiration Date for Applying for Payment
<b>2007</b>	2007-2008	2010-2011	11/15/2012
	2008-2009	2011-2012	11/15/2013

*Class of 2007 graduates who do not enroll by summer of academic year 2008-2009 will have missed their opportunity to participate in the Michigan Promise.*

Class Year	Begin Enrollment in Academic Year	Deadline for Completing Academic Requirements	Expiration Date for Applying for Payment
<b>2008</b>	2008-2009	2011-2012	11/15/2013
	2009-2010	2012-2013	11/15/2014

*Class of 2008 graduates who do not enroll by summer of academic year 2009-2010 will have missed their opportunity to participate in the Michigan Promise.*

Class Year	Begin Enrollment in Academic Year	Deadline for Completing Academic Requirements	Expiration Date for Applying for Payment
<b>2009</b>	2009-2010	2012-2013	11/15/2014
	2010-2011	2013-2014	11/15/2015

*Class of 2009 graduates who do not enroll by summer of academic year 2010-2011 will have missed their opportunity to participate in the Michigan Promise.*

Class Year	Begin Enrollment in Academic Year	Deadline for Completing Academic Requirements	Expiration Date for Applying for Payment
<b>2010</b>	2010-2011	2013-2014	11/15/2015
	2011-2012	2014-2015	11/15/2016

*Class of 2010 graduates who do not enroll by summer of academic year 2011-2012 will have missed their opportunity to participate in the Michigan Promise.*

Class Year	Begin Enrollment in Academic Year	Deadline for Completing Academic Requirements	Expiration Date for Applying for Payment
<b>2011</b>	2011-2012	2014-2015	11/15/2016
	2012-2013	2015-2016	11/15/2017

*Class of 2011 graduates who do not enroll by summer of academic year 2012-2013 will have missed their opportunity to participate in the Michigan Promise.*

Class Year	Begin Enrollment in Academic Year	Deadline for Completing Academic Requirements	Expiration Date for Applying for Payment
<b>2012</b>	2012-2013	2015-2016	11/15/2017
	2013-2014	2016-2017	11/15/2018

*Class of 2012 graduates who do not enroll by summer of academic year 2013-2014 will have missed their opportunity to participate in the Michigan Promise.*



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

ROBERT J. KLEINE  
STATE TREASURER

**SAMPLE**

Name:  
Address:  
City:

RE: **Michigan Promise Statement of Final Payment**

Congratulations!

You have completed the requirements for the Michigan Promise scholarship.

Your final payment of (\$\$\$\$) will be sent to (name of institution) after October 1 of the State of Michigan's fiscal year.

**Important information.**

**Payment:** Your payment will be sent to the institution you listed on your Application Form. Make sure that the institution has up-to-date contact information for you so that they can mail you any funds that are due you. Funds returned to the institution as undeliverable will be returned to the State of Michigan, Unclaimed Property Division. These funds will be held for you and can be claimed by you at any time. Visit the Department of Treasury's Web site at [www.michigan.gov/treasury](http://www.michigan.gov/treasury) and click on "Unclaimed Property" for more information.

**Income tax:** You should check with your tax preparer to determine if this amount is taxable.

**FAFSA:** If you plan to continue your higher education, check with your college financial aid office to see if you are required to report this award on your Free Application for Federal Student Aid (FAFSA). You may also want to discuss with them how these funds could be used toward future college expenses. This may impact your future financial aid awards.

If you have any questions, please feel free to contact our toll-free number 1-888-4-GRANTS (1-888-447-2687) or by e-mail at [osg@michigan.gov](mailto:osg@michigan.gov).





# Michigan Promise Scholarship Degree Granting Approved Institutions



<b>Institution</b>	<b>City</b>
Adrian College.....	Adrian
Albion College.....	Albion
Alma College.....	Alma
Alpena Community College.....	Alpena
Andrews University.....	Berrien Springs
Aquinas College.....	Grand Rapids
Baker College.....	Allen Park
Baker College.....	Auburn Hills
Baker College.....	Cadillac
Baker College.....	Flint
Baker College.....	Jackson
Baker College-Mt. Clemens.....	Clinton Twp.
Baker College.....	Muskegon
Baker College.....	Owosso
Baker College.....	Port Huron
Bay de Noc Community College.....	Escanaba
Bay Mills Community College.....	Brimley
Calvin College.....	Grand Rapids
Central Michigan University.....	Mt. Pleasant
Cleary University.....	Ann Arbor
College for Creative Studies.....	Detroit
Concordia University.....	Ann Arbor
Cornerstone University.....	Grand Rapids
Davenport University Central Region.....	Caro
Davenport University Central Region.....	Midland
Davenport University Central Region.....	Saginaw
Davenport University East Region.....	Dearborn
Davenport University East Region.....	Flint
Davenport University East Region.....	Warren
Davenport University West Region.....	Grand Rapids
Davenport University West Region.....	Kalamazoo
Davenport University West Region.....	Lansing
Delta College.....	University Center
Eastern Michigan University.....	Ypsilanti
Ferris State University.....	Big Rapids
Finlandia University.....	Hancock
Glen Oaks Community College.....	Centreville
Gogebic Community College.....	Ironwood
Grace Bible College.....	Grand Rapids
Grand Rapids Community College.....	Grand Rapids
Grand Valley State University.....	Allendale
Great Lakes Christian College.....	Lansing
Henry Ford Community College.....	Dearborn
Hope College.....	Holland
ITT Technical Institute-.....	Grand Rapids
Jackson Community College.....	Jackson
Kalamazoo College.....	Kalamazoo
Kalamazoo Valley Community College.....	Kalamazoo
Kellogg Community College.....	Battle Creek
Kettering University.....	Flint

<b>Institution</b>	<b>City</b>
Kirtland Community College.....	Roscommon
Kuyper College.....	Grand Rapids
Lake Michigan College.....	Benton Harbor
Lake Superior State University.....	Sault Ste. Marie
Lansing Community College.....	Lansing
Lawrence Technological University.....	Southfield
Lewis College of Business.....	Detroit
Macomb Community College.....	Warren
Madonna University.....	Livonia
Marygrove College.....	Detroit
Michigan Jewish Institute.....	Oak Park
Michigan State University.....	East Lansing
Michigan Technological University.....	Houghton
Mid Michigan Community College.....	Harrison
Monroe County Community College.....	Monroe
Montcalm Community College.....	Sidney
Mott Community College.....	Flint
Muskegon Community College.....	Muskegon
North Central Michigan College.....	Petoskey
Northern Michigan University.....	Marquette
Northwestern Michigan College.....	Traverse City
Northwood University.....	Midland
Oakland Community College.....	Auburn Hills
Oakland Community College.....	Bloomfield Hills
Oakland Community College-Highland.....	Waterford
Oakland Community College-Orchard Lake...	Farmington Hills
Oakland Community College.....	Royal Oak
Oakland University.....	Rochester
Olivet College.....	Olivet
Robert B. Miller College.....	Battle Creek
Rochester College.....	Rochester Hills
Sacred Heart Major Seminary.....	Detroit
Saginaw Valley State University.....	Univ. Center
Schoolcraft College.....	Livonia
Siena Heights University.....	Adrian
Southwestern Michigan College.....	Dowagiac
Spring Arbor University.....	Spring Arbor
St. Clair County Community College.....	Port Huron
University of Detroit Mercy.....	Detroit
University of Michigan.....	Ann Arbor
University of Michigan.....	Dearborn
University of Michigan.....	Flint
Walsh College.....	Troy
Washtenaw Community College.....	Ann Arbor
Wayne County Community College.....	Detroit
Wayne State University.....	Detroit
West Shore Community College.....	Scottville
Western Michigan University.....	Kalamazoo
<b><u>Military Academies</u></b>	
United States Air Force Academy.....	Colorado
United States Coast Guard Academy.....	Connecticut
United States Merchant Marine Academy.....	New York
United States Military Academy – West Point	New York
United States Naval Academy.....	Maryland

<b>Institution</b>	<b>City</b>
Abcott Institute .....	Southfield
Academy of Court Reporting.....	Clawson
Adrian Dominican Montessori Teacher Education Institute .....	Southfield
Ann Arbor Institute for Massage Therapy .....	Ann Arbor
Bayshire Academy of Beauty Craft, Inc. ....	Bay City
Blue Water College of Cosmetology .....	Marysville
Booker Institute of Cosmetology .....	Muskegon
Career Quest Learning Center .....	East Lansing
Carnegie Institute.....	Troy
Chic University of Cosmetology .....	Auburn
Chic University of Cosmetology .....	Grand Rapids
Chic University of Cosmetology .....	Portage
Chic University of Cosmetology-Standale .....	Grand Rapids
Children's Hospital of Michigan .....	Detroit
Creative Hair School of Cosmetology .....	Flint
David Pressley School of Cosmetology .....	Royal Oak
Detroit Business Institute.....	Riverview
Detroit Business Institute.....	Southfield
Dorsey Business Schools .....	Madison Heights
Dorsey Business Schools .....	Roseville
Dorsey Business Schools .....	Southgate
Dorsey Business Schools .....	Wayne
Douglas J. Aveda Institute .....	Ann Arbor
Douglas J. Aveda Institute .....	East Lansing
Everest Institute .....	Dearborn
Everest Institute .....	Grand Rapids
Everest Institute .....	Kalamazoo
Fiser's College of Cosmetology .....	Adrian
Flint Institute of Barbering, Inc. ....	Flint
FOCUS: HOPE Information Technologies Center.....	Detroit
FOCUS: HOPE Machinist Training Institute ..	Detroit
Gallery College of Beauty (The).....	Clinton Twp.
Great Lakes Academy of Hair Design .....	Port Huron
Health Enrichment Center, Inc. ....	Lapeer
Henry Ford Hospital. ....	Detroit
Hillsdale Beauty College .....	Hillsdale
Houghton Lake Inst. of Cosmetology, LLC ....	Houghton Lake
Howell College of Cosmetology.....	Howell
Hurley Medical Center.....	Flint
In Session Arts of Cosmetology Beauty School.....	Saginaw
Interlochen Center for Arts .....	Interlochen
International Academy of Design and Tech. ...	Troy
Irene's Myomassology Institute.....	Southfield
ITT Technical Institute .....	Canton
ITT Technical Institute .....	Flint
ITT Technical Institute .....	Troy
Kaplan Institute.....	Detroit
Lakewood School of Therapeutic Massage .....	Port Huron
Lawton School.....	Southfield
M J Murphy Beauty College.....	Clare
M J Murphy Beauty College.....	Mt. Pleasant

<b>Institution</b>	<b>City</b>
Mr. Bela's School of Cosmetology, Inc. ....	Warren
Mr. David's School of Cosmetology Ltd.....	Flint
Michigan Barber School, Inc. ....	Detroit
Michigan Career and Technical Institute .....	Plainwell
Michigan College of Beauty .....	Monroe
Michigan College of Beauty .....	Troy
Michigan College of Beauty .....	Waterford
Michigan Institute of Aviation & Tech.....	Belleville
Michigan Montessori Teacher Education Center (AMS).....	Rochester Hills
National Institute of Technology .....	Dearborn
National Institute of Technology .....	Detroit
National Institute of Technology .....	Southfield
Northwestern Technological Institute.....	Southfield
Nuvo College of Cosmetology .....	Norton Shores
P & A Scholars Beauty School.....	Detroit
Port Huron Hospital.....	Port Huron
Providence Hospital and Medical Center .....	Southfield
Ross Medical Education Center.....	Ann Arbor
Ross Medical Education Center.....	Brighton
Ross Medical Education Center.....	Flint
Ross Medical Education Center.....	Grand Rapids
Ross Medical Education Center.....	Lansing
Ross Medical Education Center.....	Port Huron
Ross Medical Education Center.....	Redford
Ross Medical Education Center .....	Roosevelt Park
Ross Medical Education Center.....	Saginaw
Ross Medical Education Center.....	Warren
Saginaw Chippewa Tribal College .....	University Center
Sally Esser Beauty School.....	Dearborn Heights
School of Creative Hair Design (The) .....	Coldwater
Sharps Academy of Hair Styling .....	Flushing
Sharps Academy of Hair Styling .....	Grand Blanc
Sinai-Grace Hospital.....	Detroit
Specs Howard School of Broadcast Arts, Inc. ..	Southfield
SS Cyril & Methodius Seminary .....	Orchard Lake
St. John Hospital & Medical Center .....	Detroit
State College of Beauty, Inc. ....	Ann Arbor
Taylor School of Beauty, Inc.....	Taylor
Traverse City Beauty College.....	Traverse City
Twin City Beauty College .....	St. Joseph
U.P. Academy of Hair Design, Inc. ....	Escanaba
University of Phoenix .....	Michigan
Virginia Farrell Beauty School.....	Ferndale
Virginia Farrell Beauty School.....	Livonia
Virginia Farrell Beauty School.....	St. Clair Shores
Virginia Farrell Beauty School.....	Westland
West Mich. College of Barbering & Beauty....	Kalamazoo
William Beaumont Hospital .....	Royal Oak
Wright Beauty Academy .....	Battle Creek
Wright Beauty Academy .....	Portage

**Note:** *Students must be enrolled in a certificate or degree granting program. Some institutions offer limited certificate or degree programs.*

Michigan Merit Award / Michigan Promise Scholarship Refund Form

Issued under authority of Public Act 94 of 1999 and Public Act 479 of 2006.



Please complete the following information for the student(s) for whom a full or partial refund of the Michigan Merit Award / Michigan Promise Scholarship is returned. Make check payable to the "State of Michigan." If the original check from the State of Michigan was not cashed, it should be returned.

Name of Institution			Federal School Code
Address of Institution	City	State	ZIP Code
Name of Contact Person	Title	Telephone Number	

Student 1	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

Student 2	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

Student 3	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

Student 4	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

<b>Student 5</b>	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

<b>Student 6</b>	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

<b>Student 7</b>	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

<b>Student 8</b>	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

<b>Student 9</b>	Student Name (Last Name, First Name, Middle Initial)	Social Security Number	Date of Birth
	Date of Withdrawal (if applicable)	Amount of Refund	
Comments			

If more space is needed, attach additional pages.

Send completed form with check payable to "State of Michigan" to:  
 Michigan Department of Treasury, Office of Scholarships and Grants, P.O. Box 30462, Lansing, MI 48909  
 Questions, call 1-888-4-GRANTS (1-888-447-2687).